
Guest: Marshall Mock

1. The meeting was called to order at 12:12 P.M. in Judd Building, Room 118.

2. Approval of Minutes.

   Maly/Ogawa: Motion that the Minutes from Alo Ali'i Meeting - Number 12 on March 4, 1975 be approved. Won unanimous approval.

3. Announcements.

   A. WCC 1975 Ho'olaulea.

      1. Faculty are encouraged to participate in planning, and implementing the WCC Ho'olaulea.

      2. The Environmental Club will be having a plant sale, and plant donations are being solicited.

      3. A Huli-huli Chicken Sale is being planned to subsidize the WCC Kokua Fund. A primary function of the Kokua Fund has been to offer no interest loans to new staff/faculty and to demonstrate that WCC cares about the welfare of its Ohana. Volunteers who are either willing to sell tickets or work are being recruited, or both.

   B. Provost King's Memorandum.

      Provost King's Memorandum on "Response to the Report of Alo Ali'i Meetings Nos. 11 and 12" was discussed. Among the more salient items are Procedures for Establishing a Campus Club, Revision of Policy for Payment of Honoraria, Campus Ministry, and Faculty Evaluation Criteria. Faculty are invited to peruse through the Provost's memo (April 3, 1975) which is available from any member of the Alaka'i.

   C. WCC Symposia Series.

      Faculty are encouraged to develop and submit recommendations regarding the content of future professional development events. Suggestions should be provided to the Alaka'i by Wednesday, April 16.

   D. Nominations For Alaka'i During 1975-76 Academic Year.

      The following people were nominated from the floor and accepted to run for the respective positions.

      | Two Year Term                  | One Year Term       |
      |-------------------------------|---------------------|
      | Robert de Loach               | Norma Higa          |
      | Jacquie Maly                  | Maryanne Inouye     |
      |                               | Ron Loo             |
Nominations will be accepted until Thursday, April 24. Elections are tentatively scheduled between April 18 – Friday and April 24 – Thursday.

4. Old Business.

A. Procedures for Ad Hoc Personnel Screening/Advisory Committees.

deLoach/Mossman:

Motion that the Alo Ali'i Personnel Hui's "Procedures for Ad Hoc Personnel Screening/Advisory Committees" be adopted. In Favor: 14 Opposed To: 0 Abstentions: 6

5. New Business

A. Alo Ali'i Personnel Hui's Recommendations on "Student Complaints About Instructors"

Sybinsky/Maly:

Amended motion that the Alo Ali'i adopt the Alo Ali'i Personnel Hui's Recommendations on "Student Complaints About Instructors" with the following stipulations that:

a. Faculty may submit a written reply to the Dean for Educational Services about a student complaint.

b. Each time the Dean for Educational Services receives a student complaint about a faculty member; the instructor should be informed and an appointment scheduled with the instructor so that the student complaint may be discussed further. In Favor: 12 Opposed To: 3 Abstentions: 1

6. The meeting was adjourned at 12:53 P.M.

Respectfully submitted,

David M. "Kawika" Furuto

DMF:b
MEMORANDUM

TO: Alo Alii


SUBJECT: Student complaints about instructors

The Personnel Hui makes the following recommendation:

The present procedures should be maintained. Presently, complaints reaching the Dean are handled informally, with the Dean calling in instructors to discuss with them the complaint, and with no record of the complaint being kept. The present procedure works well, and this would avoid the many problems of peer involvement such as: the greater formality required, record keeping, potential for lawsuits, and complexity.
MEMORANDUM

TO:       Alo Ali'i       
FROM:     LeRoy J. King, Provost

SUBJECT:  WCC Symposia Series

It is time to consider possibilities for the second in the series of our symposia. I recently received a letter from Cary Howard which indicated a strong possibility that she would not be returning to Windward. As you know, we had counted upon Cary to carry the ball in the development of the symposia series. We have a balance of $1,500 remaining from the first of the series which can be used as a take-off base for subsequent ones. It would be very helpful if the Alo Ali'i could develop some recommendations regarding the content of future professional development events. Some guidelines which may prove helpful to you in your deliberations are:

1. The fund is not intended to be used for individualized self-development, but rather for development of our faculty and staff on a group basis.

2. Originally we had thought to provide coverage for the community colleges as a system as well as others who might be interested in participating. For the future, this need not be a consideration. We can concentrate upon our own faculty.

3. The event or the events need not be revenue producing ones. However, it should be clearly demonstrated that the College's faculty and staff will benefit from the enterprise.

I would appreciate it if you would respond in time for us to develop at least the preliminary plans prior to the end of this semester with the actual occurrence to be scheduled for early Fall 1975.

LJK:dst
PROCEDURES FOR AD HOC PERSONNEL SCREENING/
ADVISORY COMMITTEES

1. All instructional and related openings, new positions, or changes in status will be described in the WCC Bulletin at the time of their initial advertisement.

2. If an individual applies for more than one position, duplicate files will be prepared by the administration for each position.

3. There will be 30 days maximum, or as much time as possible, from the time all the applications are received by the committee to the date the recommendation is due.

4. The chairperson will call meetings. If there is difficulty contacting committee members or finding a mutually satisfactory meeting time, the chairperson should check with the Provost as soon as possible to make adjustments.

5. An Ad Hoc Personnel Screening/Advisory Committee may be augmented upon unanimous agreement of the appointed members through secret ballot.

6. Contacting interviewees and setting up interviews is an administrative responsibility.

7. Committees as a whole should be aware that, if a vested interest exists between a member and an interviewee, the member should disqualify self from the interview. In the event the member should not agree to self-disqualification, this and the circumstances pertaining should be noted on the application's recommendation form to the Provost by a member of the committee. Conflict of interest to include (but not to be limited to) personal friendship/enmity and or marital/kinship relationship.

8. The committee will interview each applicant, assure satisfaction of responsibilities and qualifications listed on the criteria sheet, and select at least three (3) persons to be recommended for hiring. The recommendations should not be ranked. (When personal interviews are not possible, the committee will so indicate on the forms provided by the Dean. In some instances, three (3) recommendations may not be possible due to number and quality of applicants.)
I. All EEO Procedures and procedures will be followed.

II. Comments in the formal recommendations about applicants will be submitted to the committee member.

III. The report should be to the Provost via the Dean for Educational Services.

IV. The character reference will prepare a written report signed by each committee member.

V. Any interested party may make written, signed input to the Ad Hoc Personnel Screening/Advisory Committee. The information will either become part of the candidate's personal file or will be returned to the writer. If the request is not negative in nature, and is kept in the file, the candidate will be informed of it and permitted to respond to it.

VI. Written reports may be submitted by an interested committee member.

VII. A letter of appointment or non-appointment has been received from the Provost and/or the Provost and that action on their application is not finalized for internal screening purposes only. They may be further interviewed by the committee as proposed.